Title: Owner's Representative & Construction Management Service  RFO  RFP  RFO/RFP #: 20-077

Dept: Facilities Management  Contact Person: Christine Ramsdell  Ext.: 7339

Description (service, justification and use):

Obtain owner's representative and construction management services to oversee two critical projects. One project located at our Administrative building and one at our Public Health location. Both efforts are to support the prevention and spread of infectious diseases such as COVID-19.

The project at the Administrative offices are in process for design and will require the design oversight, cost estimating, procurement of the general contracting services, completion of construction documents, permitting, construction oversight and administration and completion of the project before December 30, 2020.

The project at the Public Health building are in the preliminary stages of design and will require the design oversight for both interior work as well as site work, cost estimating, procurement of the general contracting services, completion of construction documents, permitting, construction oversight and administration and completion of the project before December 30, 2020.

Award to: SM Wilson & Co.  Location: 2185 Hamption Ave, St Louis

Was the vendor pre-qualified? Yes ☑ No ☐

Total negotiated price: $103,215.00  Contract term: ________________ with ________________ renewals.

Price break-down (if applicable): $98,300 for services, 3% for Expense Reimbursement & 2% for Mileage Reimbursement

Proposal opening held on: 5/27/2020  Opened by: Kurt Mandernach

Account number to be charged for purchase: 009800-17201  47211

If paying for with grant funds, please indicate (1) grant name, (2) total grant amount, (3) what portion of purchase is being paid for by a grant, and (4) when grant period ends as applicable:
PROFESSIONAL SERVICES – REQUEST FOR APPROVAL

Additional RFQs/RFPs Received

The following additional responses were received:

Vendor: Artifex Design Studio  ✗ Location: St. Louis, MO

Vendor: Cresa  ✗ Location: St. Louis, MO

Vendor: Kwame  ✗ Location: St. Louis, MO

Vendor: Landmark Contract Management  ✗ Location: St. Louis, MO

Vendor: Navigate Building Solutions  ✗ Location: St. Louis, MO

Vendor: ____________________________ Location: ____________________________

Vendor: ____________________________ Location: ____________________________

☐ Sole source justification memos from (1) dept. and (2) vendor attached.

Department Director/Elected Official must sign the request prior to routing to the Purchasing Manager.

__________________________  6/3/2020
Department Director/Elected Official Signature  Date

__________________________  6-4-20
Approval or Concurrence of Director of Finance  Date

BELOW ONLY TO BE COMPLETED FOR PROPOSALS AT LEAST $15,000 AND LESS THAN $50,000. See instructions at the top of pg. 1.

__________________________
Director of Administration Signature

Date
<table>
<thead>
<tr>
<th>Responder</th>
<th>Completed Bid Packet</th>
<th>Experience &amp; Tech Competency (40 pts)</th>
<th>Past Record of Performance (20 pts)</th>
<th>Capability &amp; Capacity (10 pts)</th>
<th>Cost Proposal (30 pts)</th>
<th>Total Points (100 possible)</th>
<th>Rank</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Artifex Design Studio</td>
<td>No</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>17.5</td>
<td>17.5</td>
<td>5</td>
<td>Did not include Addendum changes, experience detail or cost break down</td>
</tr>
<tr>
<td>Cresa</td>
<td>Yes</td>
<td>32.5</td>
<td>20</td>
<td>10</td>
<td>25</td>
<td>87.5</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Kwame</td>
<td>No</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>10</td>
<td>10</td>
<td>6</td>
<td>Did not include required signed bid documents, or hourly rate detail.</td>
</tr>
<tr>
<td>Landmark</td>
<td>Yes</td>
<td>37.5</td>
<td>20</td>
<td>10</td>
<td>20</td>
<td>87.5</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Navigate</td>
<td>Yes</td>
<td>37.5</td>
<td>20</td>
<td>10</td>
<td>25</td>
<td>92.5</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>SM Wilson</td>
<td>Yes</td>
<td>40</td>
<td>20</td>
<td>10</td>
<td>27.5</td>
<td>97.5</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
TO: Members of the County Council  
Steve Ehlmann, County Executive

CC: Donna Vogt, Executive Assistant to the County Council  
Joann Leykam, Director of Administration  
John Greifzu, Assistant Director of Administration  
John Watson, County Counselor

FROM: Christine Ramsdell, Director of Facilities Management

DATE: June 3, 2020

SUBJECT: Owner's Representative & Construction Management Service

During the COVID Pandemic, it was determined that the St Charles County requires improvements to the Administrative building and the County Public Health building to address or minimize the spreading of infection or contracting of COVID-19. These two projects have very strict timelines and must be completed by December 30, 2020 and currently the County does not have staff to dedicate to these efforts. As such the need to bid owner’s representation and construction management services was required to meet the oversight and management of these efforts.

This bid included oversight of the design for both projects, which are in various stages of design with a previously selected architect. They will also be responsible for managing the cost estimating, bid for general contacting work, creation of construction documents, permitting and code review, coordination and relocation of staff if needed, demolition, construction administration, and project closeout. All must be completed and paid for no later than December 30th.

The bid results were evaluated based on experience and technical competency, which included a preference for previous experience with clinical or healthcare project work. We also evaluated their past record of performance, current capability and capacity to complete the fast-paced projects, and finally the overall cost proposed. Since we are currently working through design, we do not have a complete description of scope of both projects, or the details for an anticipated schedule, we omitted the originally requested project understanding and schedule from the evaluation, which was included in Addendum 1. Additionally, we asked all vendors to provide a price based on an average of 30 hours a week allocated to the projects to meet the deadline. This may not be required, so hours will be invoiced as they occur with a not-to-exceed value of the contract. This approach helps the County maintain the flexibility needed to successfully complete the projects, yet control the cost of their services.